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Composition I

Melinda McBee

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**McKinney Campus
Spring 2019**

Course Number: ENGL 1301

Course Title: Composition I

Instructor's Information:

Instructor's Name: Dr. Melinda McBee

Office Number: A307

Office Hours: MW 9:00-11:00 a.m.

TR 1:15-2:10 p.m.

Other hours by appointment as needed

Phone Number: 214-491-6243

Email: mmcbee@collin.edu

Department contact in case of emergencies: Office of Academic Affairs, B217, 214-491-6270

Class Information:

Section Number: C12

Meeting Times: 10:00-11:15 a.m.

Meeting Location: LA 237

Course Description: Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. Lab required.

Course Credit Hours: 3

Lecture Hours: 3

Lab Hours: 1

Prerequisite: Meet TSI college-readiness standard for Reading and Writing; or equivalent

Course Resources:

Textbooks: Bullock, Richard, et. al. *The Norton Field Guide to Writing with Readings and Handbook*. 4th ed., 2016 MLA update. W. W. Norton & Company, 2016. ISBN: 9780393617399
This textbook is available for purchase in the Collin Bookstore.

Supplies: flash drive (for saving work); two folders with pockets for submitting essay-related materials; pen or pencil and paper for taking notes

State Mandated Student Learning Outcomes: Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes.
(Teamwork, Communication Skills)
2. Develop ideas with appropriate support and attribution. (Communication Skills)
3. Write in a style appropriate to audience and purpose. (Communication Skills)

4. Read, reflect, and respond critically to a variety of texts. (Critical Thinking)
5. Use Edited American English in academic essays.

Additional Collin Outcome: Upon successful completion of this course, students should be able to do the following:

Demonstrate personal responsibility through the ethical use of intellectual property.
(Personal Responsibility)

Method of Evaluation: The following is a breakdown of the required work and the relative weight in assessing your final grade:

| | |
|---|---------------------|
| Compare/Contrast essay | 100 points |
| Personal Narrative essay | 100 points |
| Informative Process Surprise essay | 200 points |
| Abstract essay | 100 points |
| Final exam | 100 points |
| Average of daily work, participation, rough drafts, minor presentations | 100 points |
| Major presentation | 100 points |
| Lab Component Reading Response assignments (10 assignments worth 10 points each) | 100 points |
| Mid-term exam | 100 points |
| Total possible points: | 1,000 points |

Grading Scale: 1,000-900 = A; 899-800 = B; 799-700 = C; 699-600 = D; 599-0 = F

Note: Because the method of evaluation for this course is based on a point system, there is no rounding up of grades. For instance, if you make 899.9, your numeric course grade would be 89 and your letter grade would be a B. The same applies to 799.9, 699.9, and 599.9.

Attendance Policy: Your prompt and regular attendance in our classroom environment is expected throughout the semester. Repeated absences result in the loss of community within the classroom as well as the growth of critical thinking. I do understand illness and unavoidable issues can occur. If you do need to be absent, please contact me via email prior to the absence or as soon as possible. Positive attendance and a strong work ethic in our particular course will yield a rewarding grade. Note that most daily work and Reading Response assignments cannot be made up.

Withdrawal Policy: See the current Collin Registration Guide for the last day to withdraw.

Last day to withdraw with a “W” is **March 22, 2019**. Dropping a class means that you remove yourself from the class up to the census date. Dropped classes do not appear on your official transcript. You may now drop online up to the census date. The census date is **February 4, 2019**. Withdrawal from a class means that you remove yourself from the class after the census date. Withdrawn classes appear as a W on your official transcript but are not calculated in your grade point average. Withdrawals are not permitted online. Please read the Fall 2018 Registration Guide or contact the Admissions Office for information on how to withdraw.

Accommodations at Collin College for Equal Support Services (ACCESS) 5.2:

Specialized services and academic accommodations are available for students with a documented disability. The law requires that students must self identify to the ACCESS Office and provide required current documentation to that department. Only documentation from a licensed professional (psychologist, diagnostician, or physician) is acceptable. The report must be current; on official letterhead; include the name and title of the person completing the report; his/her telephone number, address, and signature; the specific

diagnosis; current functional limitations related to the educational setting; and the projected duration of the condition. Students seeking accommodations should contact the ACCESS Office at least one (1) month before the services are needed. Services are available for students at all campus locations.

It is students' responsibility to pick up their accommodations letter each semester to receive requested accommodations. Students should contact their ACCESS advisor immediately if they are having difficulty in their classes or having problems with their requested accommodations. Students must schedule special testing arrangements with ACCESS at least 2-5 days in advance, due to limited space. Students must take exams on campus for which they are enrolled. Assistive technology and software are available on each campus for students with disabilities. Please contact the ACCESS Office for more information.

Americans with Disabilities Act: Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

Collin College Academic Policies:

Scholastic Dishonesty

From the Collin Student Handbook, Chapter 6: Student Code of Conduct Violations

Every member of the Collin College community is expected to maintain the highest standards of academic integrity. All work submitted for credit is expected to be the student's own work. Collin College may initiate disciplinary proceedings against a student or prospective student accused of scholastic dishonesty. While specific examples are listed below, this is not an exhaustive list, and scholastic dishonesty may encompass other conduct, including any misconduct through electronic or computerized means. Scholastic dishonesty shall include, but is not limited to, one (1) or more of the following acts.

1. **Cheating** includes, but is not limited to, having access to unauthorized materials or electronic, digital media, telecommunication, and/or wearable devices (i.e., phones, smart watches, Fitbits, Bluetooth devices, tablets, etc.) during an examination; the giving or receiving of information in an unauthorized manner during an examination or to complete an assignment; using, buying, selling, soliciting, stealing, or otherwise obtaining course assignments and/or examination questions in advance; using someone else's work for an assignment as if it were one's own; submitting or resubmitting an assignment in whole or in part (i.e., recycling an assignment) for more than one (1) class or institution without permission from each of the professors; using annotated texts or teacher's editions; using information about exams posted on the Internet or in any electronic medium; leaving a test site without authority; failing to secure test materials; removing tests or answer sheets from a test site; and any other dishonest means of attempting to fulfill the requirements of a course.

2. **Collusion** includes, but is not limited to, intentionally or unintentionally aiding or attempting to aid another in an act of scholastic dishonesty; failing to secure academic work; providing a paper or project to another student; providing an inappropriate level of assistance; unauthorized collaboration or communicating answers to a classmate about an examination or course assignment; and allowing a classmate to copy answers.

3. **General Scholastic Dishonesty** includes, but is not limited to, statements, acts, or omissions related to applications for enrollment, credit or class work, research, or the award of a degree; and/or falsifying academic records or documents. Students are expected to record honestly and accurately the results of all their research. Falsification of research results shall include misrepresentations, distortions, or omissions in data or reports on research.

4. **Plagiarism** includes, but is not limited to, intentionally or unintentionally failing to quote and cite an author's words, information, and/or ideas in accordance with American Psychological Association (APA) Style, Modern Language Association (MLA) Style, The Chicago Manual of Style (Chicago Style), or another citation style approved by the professor.

For our ENGL 1301 course, any assignment deemed scholastically dishonest will result in a grade of zero for the assignment.

Submitting/Resubmitting Assignments: In this course, students are allowed to submit or resubmit an assignment in part for more than (1) class and/or institution with the approval of all instructors to whom the work was originally submitted. Submission and re-submission of assignments in whole are not allowed.

See the current *Collin Student Handbook* for additional information.

Other Course Requirements:

Lab Component: The lab component is an integral part of this writing course. Over the course of the semester, you will need to complete 10 assigned Reading Response assignments. This lab work is not the same as regular daily coursework that you must complete to stay on track in the class; it is instead designed to be additional writing-focused activities, which will help improve your writing and critical thinking throughout the term.

Essays: Students will write four essays (plus the final exam) that respond to assigned topics that will be given to you in class and posted on Canvas. Written detailed information and directions will be provided for each essay and for major assignments. Essays must have a clear thesis statement when appropriate and should be well-organized and free of errors of grammar, punctuation, and mechanics. Students may be required to turn in pre-writing, peer reviews, and rough drafts for each essay in a folder with pockets. Format for Assignments: Unless otherwise noted, all assignments are to be typed using the conventions of MLA documentation in all respects (margins, heading, headers, spacing, etc.) Use 12-point font size and Times New Roman font style for all typed work. Assignments submitted that do not adhere to format, size, and style will either be returned for correction or not accepted.

Daily Work/Participation, Minor Presentations, and Major Presentation: Throughout the semester you will participate in activities including peer reviews, quizzes, group projects, and individual writings as part of the preparation for final drafts of your essays. If you arrive to class after an activity has started, you may not have the opportunity to participate in that activity, or you may only receive partial credit for the activity, depending on how late you show up. If you leave and return during an activity or if you leave early during an activity and do not return, you may not receive full credit for the activity. In general, in-class activities cannot be made up, regardless of the circumstances. Class participation requires that you be present in class in order to receive credit for participation. Arriving late to class or leaving early will result in a participation grade of 50 for the day. Extreme lateness and extreme instances of leaving early will result in a participation grade of zero. I will call the roll each class period and will also have an attendance sheet for you to sign. It is your responsibility to sign the roll sheet at the end of class if you arrive after the sheet has been passed around. **Do not interrupt class to sign the roll if you come in late—sign the roll after class dismissal for the day.** You cannot sign the roll sheet or receive credit for class participation once the class period has ended. If you are absent from class or do not have rough drafts prepared on the days they are due, you will receive a grade of 0 for participation, regardless of the circumstances. Specific detailed written and verbal instructions will be provided for quizzes, presentations, and homework. Multiple daily assignments will be completed in response to reading assignments and class discussions. Students will also read and analyze texts, collaborate with peers, participate in class discussions, give oral presentations, design visuals, and complete in-class

assignments/quizzes. Minor presentations pertain to the Personal Narrative essay, and major presentations pertain to the Informative Process Surprise essay.

Rough Drafts and Peer Reviews: If you are assigned to post a rough draft to Canvas or to bring a rough draft to a scheduled conference and you fail to do so, ten points will be deducted from the essay for which the rough draft is required. To receive full credit for all assigned rough drafts, the drafts must meet the length requirement for each respective essay. If you do not have a rough draft prepared on the day it is due, you will not be able to participate in peer reviews, and you will receive a participation grade of zero, along with a five-point deduction on the completed essay. **No extensions are given for assigned rough drafts or in-class peer reviews, regardless of the situation.** If you are unable to come to class the day a rough draft is due, to avoid the ten-point deduction you must post the draft to its Canvas assignment link by the due date and time. To receive the best possible feedback on your rough draft during peer reviews, have the rough draft as close to the final product you plan to turn in as the completed essay. NOTE: You cannot submit assignments previously completed in the course as rough drafts; if you leave class without obtaining your completed peer reviews and the rough drafts you submitted for review, you will not receive credit for the assignments, and 10 points will be deducted from the completed essay grade.

Additional Information:

Grading, “Giving Grades,” and Extra Credit: Grading priority is given to work turned in on time. Late work goes to the bottom of the grading pile for all the classes I am teaching and is graded as my schedule allows. I do not “give” grades to students—students make grades based on the criteria outlined for the assignments and on the averages and percentages for the assignments. I also do not give extra credit work. My philosophy is this: if you cannot do the work that is assigned for the course, why would I give you additional work to complete?

E-mails, Canvas, and Submitting Assignments Electronically: I will always respond to your e-mails within 24 hours during the week and up to 48 hours over the weekend, unless I am attending a conference and do not have Internet access. Check your e-mail regularly for my response. Be sure to check your Canvas account daily—you are responsible for all information that is posted. You are required to upload many of your assignments through the Canvas. Assignments that are not submitted in the required manner will not be accepted and will not receive credit. If you are unable to attend class the day an unlinked assignment is due (that is, an assignment that requires you to submit a typed copy to me at the beginning of the class period for which it’s due), you can e-mail the assignment to me prior to the beginning of class by the due date. Do not send assignments in the text of your e-mails; save assignments in rich text format if possible and always include them as e-mail attachments. Assignments sent as attachments that I am unable to open, e-mails that do not include assignments because you forgot to attach them, and/or assignments that are included in the text of the e-mail will not be accepted and will receive either a grade of zero or late penalties, depending on the type of assignment.

Late Assignments Policy: All assignments are to be turned in/posted to Canvas at the first of the class period on the day that they are due. Late work for many assignments (i.e., rough drafts, reading responses, daily work, quizzes, class discussion, participation) is generally not accepted and cannot be submitted. For an assignment that is eligible for late submission, ten points will be deducted from the assignment for **each 24-hour period** that it is late up until the end of the class period of the fifth day. **Note: I do not accept or grade work that is over 5 days late unless arrangements prior to the due date have been made.** The 24-hour late assignment policy applies to all days, i.e., weekends, holidays, out-of-class days, missed days due to approved school functions, etc. If you are absent the day an assignment is due, find a way to turn it in by the first of the class period that it is due. Otherwise, the work will be considered late. Students with excused absences for attendance at Collin or school extracurricular events should submit work before, not after, a due date. If you

do not understand an assignment, do not wait until it is due to say so! Contact me as soon as possible, and allow yourself enough time to talk to me for clarification before the due date. I will always refer you to class discussions, your class notes, reading assignments, and written instructions to determine where you are experiencing problems. If you have not completed the assigned requirements, I will ask you to do so before we discuss specific problems you are having. I realize emergencies arise, and I am willing to help you as individual situations occur. The key is to contact me immediately so that we can discuss your problem and reach an agreement concerning the work. Extensions can be requested for major essays without penalty if the request is made by e-mail no later than 11:59 p.m. before the due date.

Cell Phone Policy: Please turn your cell phones off before you enter class. If you have an emergency call or text to make or take, leave the classroom and return promptly. As a rule, cellphone usage is not allowed in class. If you have an e-text that requires the use of your phone or another electronic device, let me know so that accommodations can be made. **It is a FERPA violation to record and/or take pictures in the classroom. Don't do it!**

Cougarmail: All e-mail communication with me must be through your Cougarmail account and/or Canvas. I cannot respond to any e-mails that come from outside e-mail addresses.

Class Cancellation: In case of class cancellation (due to weather, illness, or any other reason) keep up with the assigned reading and check Canvas and your Cougarmail e-mail for assignments so that you do not fall behind. You are responsible for keeping up with the required work regardless of class cancellation.

Disruptive Behavior: Certain behaviors disrupt the educational process of the class and will not be tolerated. These include verbal outbursts, talking during class, text-messaging, arriving after class has begun, leaving before class is dismissed, getting up in the middle of a lecture or discussion to go to the bathroom or to toss something in the trash can or to sharpen a pencil, etc. When a student engages in disruptive behavior, he/she should expect the instructor to 1) make a note of it, 2) pull him/her aside to discuss the disruptive behavior, 3) ask the student to leave the class, and/or 4) report the disruptive behavior to the Dean of Students who will evaluate the situation and take appropriate disciplinary action.

Writing Center: All students are encouraged to visit the Writing Center on campus for assistance with writing assignments. In addition, the Writing Center will periodically offer Writing Workshops that will address various areas of the writing and research process. The Writing Center is located in Room A-104; the Writing Center phone number is 972-548-6857.

FINAL NOTE: Save everything until you have received your final semester grade!

ENGLISH 1301.C12 Composition I Reading and Assignment Schedule
T R 10:00-11:15 a.m., LA237
Spring 2018 (CRN# 20031)

Note: This schedule/calendar is subject to change; students are responsible for changes announced in class/posted on Canvas. All assignments reflect the day on which work is due and/or reading is required for discussion. The majority of daily work will be announced in class. Skip over the exercises in the text unless specifically instructed to complete them. Be prepared for quizzes & in-class assignments based on the assigned readings. Be sure to check Cougarmail and Canvas for this class daily! Remember: **There are no extensions/late submissions for Lab Component assignments and rough drafts. Unless otherwise noted, all assignments are due through Canvas by the beginning of the class period on their due dates.**

Integrity Agreement, and syllabus

- 1/24 Continue discussion of syllabus; discussion of Reading Response assignment; in-class writing sample
- 1/29 **Quiz/discussion** of *Norton* Rhetorical Situations 55-63; discussion of rhetorical appeals; discussion of MLA format (see *Norton* 540); discussion of the writing process; **email MLA template to mmcbee@collin.edu as an attachment**
- 1/31 **Quiz/discussion of *Norton* “Proficiency” 82-83; continue discussion of the writing process; classmate interviews; Reading Response Lab Component #1 on “Proficiency” due through Canvas**
- **** **Census date, 2/4**
- 2/5 **Quiz/discussion of *Norton* Comparing and Contrasting 380-387; quiz/discussion of *Norton* “Guys vs. Men” 940-945; discussion of Essay #1: Comparison and Contrast; Reading Response Lab Component #2 on “Guys vs. Men” due through Canvas**
- 2/7 **Rough draft due through Canvas** for Essay #1: Comparison and Contrast; peer reviews
- 2/12 **Essay #1: Comparison and Contrast due through Canvas; quiz/discussion of *Norton* Generating Ideas and Text 289-297; discussion of invention techniques;**
- 2/14 **Quiz/discussion of *Norton* Key Features/Memoirs 220-223; quiz/discussion of *Norton* Describing 399-407; discussion of Essay #2: Personal Narrative; discussion of visual and presentation for Essay #2: Personal Narrative**
- 2/19 **Quiz/discussion of *Norton* “All Over but the Shoutin’” 216-220; discussion of description techniques; Reading Response Lab Component #3 on “All Over but the Shoutin’” due through Canvas**
- 2/21 **Quiz/discussion of *Norton* “#11187-424” 866-875; workshop on grammar; Reading Response Lab Component #4 on “#11187-424” due through Canvas**
- 2/26 **Quiz/discussion of *Norton* “Fun Home” 990-1002; Visuals and presentations due for Essay #2: Personal Narrative; Reading Response Lab Component #5 on “Fun Home” due through Canvas; review for mid-term exam**
- 2/28 **Out of class time to work on Essay #2: Personal Narrative; self review of Essay #2 due through Canvas no later than 11:59 p.m.**
- 3/5 **Essay #2 Personal Narrative due through Canvas; quiz/discussion of *Norton* Explaining Processes 414-418; discussion of Essay #3: Informative Process Surprise; discussion of topic for Essay #3: Informative Process Surprise; workshop on topic for Essay #3: Informative Process Surprise**
- 3/7 **Mid-term exam** (bring Scantron and #2 pencil to class)
- 3/11 **Spring Break**

- 3/14** **Spring Break**
- 3/19** **Quiz/discussion of Norton** Quoting, Paraphrasing, and Summarizing 480-490; **topic due** for Essay #3: Informative Process Surprise; discussion of library databases
- 3/21** **Quiz/discussion of Norton** “Fremont High School” 716-724; workshop on finding sources for Essay #3: Informative process surprise; **Reading Response Lab Component #6 on “Fremont High School” due through Canvas**
- ****
- Last day to withdraw, 3/22**
- 3/26** **Quiz/discussion of Norton** Acknowledging Sources, Avoiding Plagiarism” 491-495; **quiz/discussion of Norton** In-Text Documentation 503-509; workshop on Essay #3: Informative Process Surprise
- 3/28** **Hard copy of source and hard copy of detailed record due (both must be printed directly from a library database—cut and paste documents will not be accepted)** for Essay #3: Informative Process Surprise; workshop on documentation and on Essay #3: Informative Process Surprise
- 4/2** **Quiz/discussion of Norton** “Living Simply in a Dumpster” 885-891; workshop on Essay #3: Informative Process Surprise; **Reading Response Lab Component #7 on “Living Simply in a Dumpster” due through Canvas**
- 4/4** **Rough draft with Works Cited page due through Canvas** for Essay #3: Informative Process Surprise; peer reviews
- 4/9** **Out of class time to attend Open Doors Open Minds presentation by graphic novelist/comic book artist Javier Hernandez in McKinney Campus Conference Center, 11:30 a.m.-12:45 p.m.**
- 4/11** **Essay #3: Informative Process Surprise due through Canvas (also turn in copies of all sources and materials in a folder in class); quiz/discussion of Norton** “F-16 Pilot Was Ready to Give Her Life on Sept. 11” 224-228; **Reading Response Lab Component #8 on “F-16 Pilot Was Ready to Give Her Life on Sept. 11” due through Canvas**
- 4/16** **Quiz/discussion of Norton** “At This Academy, the Curriculum is Garbage” 905-909; **quiz/discussion of Norton** Abstracts 183-187; discussion of Essay #4: Abstract; **Reading Response Lab Component #9 on “At This Academy, the Curriculum is Garbage” due through Canvas**
- 4/18** **Quiz/discussion of Norton** “Homeless on Campus” 710-714; workshop on Essay #4: Abstract; discussion of Presentations of Essay #3 with assigned dates; **Reading Response Lab Component #10 on “Homeless on Campus” due through Canvas**
- 4/23** **Rough draft due through Canvas** for Essay #4: Abstract; fine-tuning workshop of rough draft for Essay #4: Abstract; **Essay #4: Abstract due through Canvas by 11:59 p.m.**
- ****
- Spring holiday, 4/19-4/21**

- 4/25** In-class writing assignment; **last day to submit all eligible revisions and make-up Reading Responses no later than the end of the class period**
- 4/30** **Presentations of Essay #3: Informative Process Surprise**
- 5/2** **Presentations of Essay #3: Informative Process Surprise**
- 5/7** **Presentations of Essay #3: Informative Process Surprise**
- 5/9** **Review for final exam**
- ****** **Final exam, Tuesday, May 14, 2019, 10:00 a.m.-12:00 p.m.**